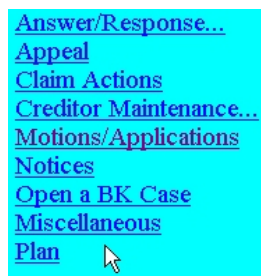
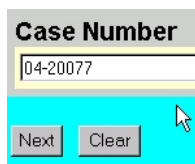


**Filing a Memorandum in Support.**

**STEP 1** Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Miscellaneous**.

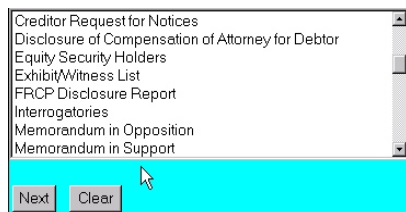


**STEP 2** The **Case Number** screen displays.



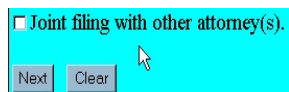
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

**STEP 3** The **select type of document** being filed screen displays.



- ◆ Scroll the options to highlight **Memorandum in Support**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.



- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.

- ◆ Click on the party's name, then click on the **Next** button .

**STEP 6** The **Select the pdf document** screen displays.

- ◆ Type the path and file name in the blank box, or click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Next** button.

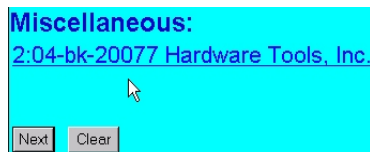
**STEP 7** The **Certificate of Service** screen displays.

- ◆ Type a lowercase 'y' if your document includes a Certificate of Service; type in a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

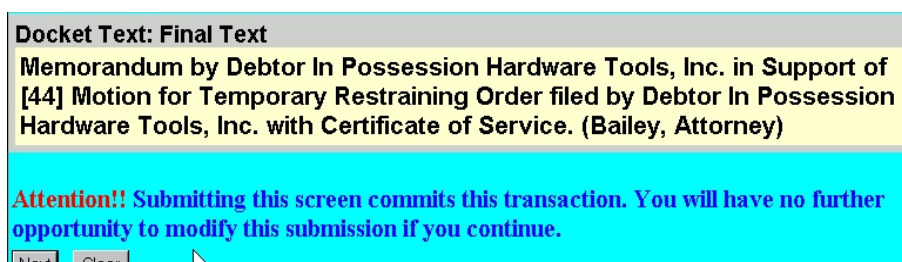
**STEP 8** A **Select Appropriate Event(s)** screen displays.

- ◆ Click in the box to the left of the motion(s) to which this event refers.
- ◆ Click on the **Next** button.

**STEP 9** A **Verification** screen displays. Verify the Case Name and Case Number, then click on the **Next** button.



**STEP 10** The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.

**STEP 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

